

Michigan Department of Agriculture Fairs, Exhibitions and Racing Division Procedure for the Livestock Exhibition Competitive Grant

Purpose

To award through a competitive grant process a total of \$40,000 to county, state or local fairs or youth educational programs that are a non-profit 501(c) 3 or 501(c) 5.

1. Promote youth involvement in animal agriculture industry.
 - Exhibition classes for youth shall be developed that encourage a production exhibit.
 - Implementation of the **latest** technologies into the evaluation of the animals shall be encouraged in the production exhibit for which premiums may be paid.
 - Age of youth exhibitors shall be determined by the standards of the association or organized entity requesting the grant, or if standards do not exist, the age for youth exhibitors shall be ages nine through 21 years.
2. Promote adult involvement in the animal agriculture industry.
 - Should focus on the performance or end product, or both, with the appropriate technologies used to enhance placing and the awarding of premiums.

Schedule for Finalizing Grant Awards

The grant review committee will evaluate all eligible proposals against the criteria listed below and award the grants by **March 20, 2008**.

Timeline

February 27, 2008 – by 5:00PM– Grant proposals due
March 20, 2008 – Announcement of recipients
April 15 through September 30, 2008 – Project implementation
September 30, 2008– Final reports due

Eligible Requirements

Associations or other organized events hosting fairs, exhibitions or expositions are eligible to apply for grants. An exposition or exhibition means a congregation, gathering or collection of livestock that are presented or exposed to public view for show, display, swap, exchange, entertainment, educational event, instruction, advertising or competition.

- Grant programs that have been in existence for more than two years must successfully prove a change in the program or a course to self-sufficiency. Programs failing to prove this will not be considered.
- Organizations that have successfully gained contributions from outside sources will be considered before those that have not.
- Innovative technological advancements are encouraged.
- Hand written grants will not be accepted.

Funding Qualifications

Organizations submitting a repeat request for funding must:

1. File their previous year's final report with evaluation summaries by the report deadline.
2. Include in their grant proposal how the evaluation was used to shape the current year's proposal.

Types of Eligible Expenses

Below are suggested types of eligible expenses, this is not an all inclusive list:

- Awards in the form of equipment, products, money, etc. Please note premium money is not an eligible expense for events receiving funding under Regulation No. 811 (Premium Allotment to Fairs.).
- Scholarships.
- Display expenses for educational exhibition.
- Rental and/or purchase of **new** technology such as software programs.
- Speakers/teachers for the use in educational programs.
- Educational materials such as books, pamphlets, handouts.

Types of Ineligible Expenses

Below are suggested types of ineligible expenses, this is not an all inclusive list:

- Premiums.
- Salaries.
- Labor costs.
- Computer hardware.
- Machinery such as tractors or trailers.
- Livestock purchased for use by an individual.
- Building rentals.
- Misc. costs.

Program Duration

April 15, 2008 to September 30, 2008

Funding Availability

Funds will be made available as follows: 60% upon execution of grant document and the balance after the final report is submitted and approved.

Procedure for Submission of a Proposal

Complete the enclosed form or use the prescribed format to complete a grant request. All grant proposals shall be submitted to the Michigan Department of Agriculture as defined in the timelines. Proposals shall be sent to:

Cinda L. Karlik, Grant Administrator
Michigan Department of Agriculture
Fairs, Exhibitions and Racing Division
P.O. Box 30017
Lansing, Michigan 48909

Proposals may also be faxed to (517) 241-4217. The original proposal must also be mailed.

Reports

Final reports will be due September 30, 2008.

Final reporting dates will be identified in the final grant document.

Grant Evaluation Committee

The grant evaluation committee consists of representatives from the livestock industry and the Michigan Department of Agriculture.

Mailing Instructions

It is the applicant's responsibility to inspect the grant application before mailing. Grant will be viewed as mailed.

The Fairs, Exhibitions and Racing Division of the Michigan Department of Agriculture is not responsible for lost or damaged grant applications. A copy of the grant will be retained for archival purposes. All application materials are public record.

Directions

On a separate sheet of paper, answer the following questions on no more than a half a page each. Please answer the questions in the order they are and attach the responses to the back of this document. Failure to follow the outline and answer items in the order they appear may result in disqualification.

1. Please describe your program in detail (a full page may be used to answer this question):
 - a) What is your program?
 - b) What is unique and innovative about your program?
 - c) What will your program accomplish?
 - d) How will your program promote active involvement from participants beyond the program?
2. Who is the target audience for your program (please include age range)? How many participants do you expect? (20%)
3. Why is there a need for your program? (20%)
4. What are your educational objectives (e.g. performance parameters, production records, end product evaluation, etc.) as they relate to the livestock industry and consumer products? Describe how technological innovations will be used in the program. (30%)
5. Have you received this grant within the last three years for this program? If so, how has your program changed? What is your plan-of-action for self-sufficiency? (15%)
6. Describe, in detail, the proposed evaluation method. How will the evaluation help in planning to meet future goals such as becoming self-sustaining? If applicable, how were previous years' evaluations used in shaping the program? (15%)

This grant proposal is submitted for consideration on behalf of the above organization. All information in the proposal is true and accurate.

Project Administrator: _____ Date: _____

Budget

Directions:

On a separate sheet of paper, answer the following questions. Please answer the questions in the order they are and attach the responses to the back of this document. Failure to follow the outline and answer items in the order they appear may result in disqualification.

- 1) How many years has your program been running?
- 2) Have you received a grant within the past 5 years? If so, what years and how much?
- 3) List all donors/contributors for your program.
- 4) What new aspects are implemented into the program this year? (address how funding may be applied to the new aspects of the program).
- 5) Please include date advance payment is needed.

Definitions:

- Project costs – judge's fees, scholarships, etc.; all expenses.
- Contributions – Money received from outside sources other than what you are requesting from the grant. This is both in kind contributions and cash.
- Grant request – money needed from Livestock Exhibition Competitive Grant to either supplement outside contributions or pay for project costs.

Example:

Project	Project Cost	Cash Contributions	In-kind Contributions	Total Grant Request
Displays	\$500	\$300		\$200
Speakers	250		---	250
Pamphlets	600		450	150
Total amount requested from Livestock Grant				\$600

Outside Contributors:

IGA Grocery Store
The Feed Store
Etc.

Livestock Exhibition Competitive Grant

Due February 27, 2008

Organization name (no abbreviations): _____

Contact person: _____

All mailings will be sent to the organization in care of the contact person

Signature: _____

Work phone: _____ **Home phone:** _____

Email address: _____

Street address: _____

City: _____ **State:** _____ **Zip Code:** _____

Type of organization:

Regional Fair: _____ State Fair: _____ Exposition: _____ Other: _____ County Fair: _____

Festival: _____

Federal I.D. number: _____

Complete enclosed W-9 form if organization is not currently on file with the Michigan Department of Agriculture.

Grant/Project Administrator: _____

Signature: _____

Work phone: _____ **Home phone:** _____

Email address: _____

Title of project: _____

Proposed dates of project: _____

Where will your program be held: _____

Please include a list of the specific event dates: